

How to: Plumbing Permit Application

1.0 Getting Started: Be prepared before you log in

1.1 Know that

- eTRAKiT will timeout after 20 minutes if you have not completed your application. When you sign-in again click *continue*. You will have to re-enter most information.
- **Do not use the browser back button.**

1.2 Setup an Account

Create a User Name and Password to apply for permits and to view detailed information. Click "Setup An Account" to create your free account. Contractors licensed with the State of North Dakota can register to pay by invoice by contacting the City of Bismarck Building Inspections Division in one of the following ways:

In Person	City/County Building Community Development Department Building Inspections Division 221 N 5 th St. Bismarck, ND 58506-5503
By Phone	(701)355-1465
By Email	buildinginspections@bismarcknd.gov

1.3 Payment

If you want to be billed by the City of Bismarck first open an account by contacting Building Inspections at 701-355-1465. eTRAKiT will otherwise only accept VISA, MasterCard, and Discover card payments.

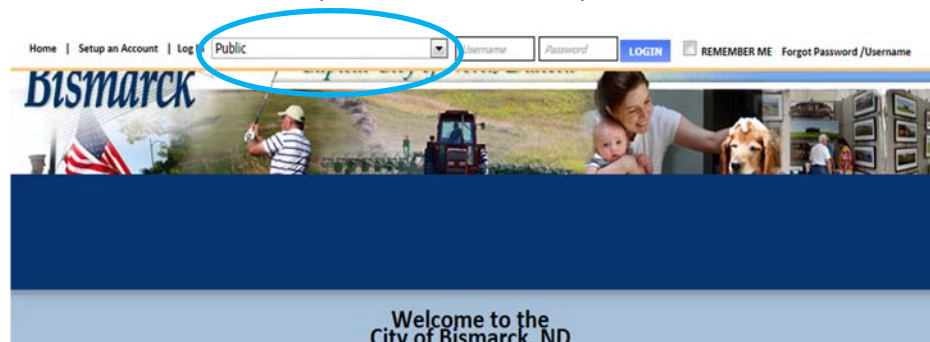
2.0 How to Access eTRAKiT

- 2.1** The website address for eTRAKiT is <http://etrakit.bismarcknd.gov/etrakit3/>. You may also access eTRAKiT through the City of Bismarck homepage at www.bismarcknd.gov.

3.0 Log In one of two ways

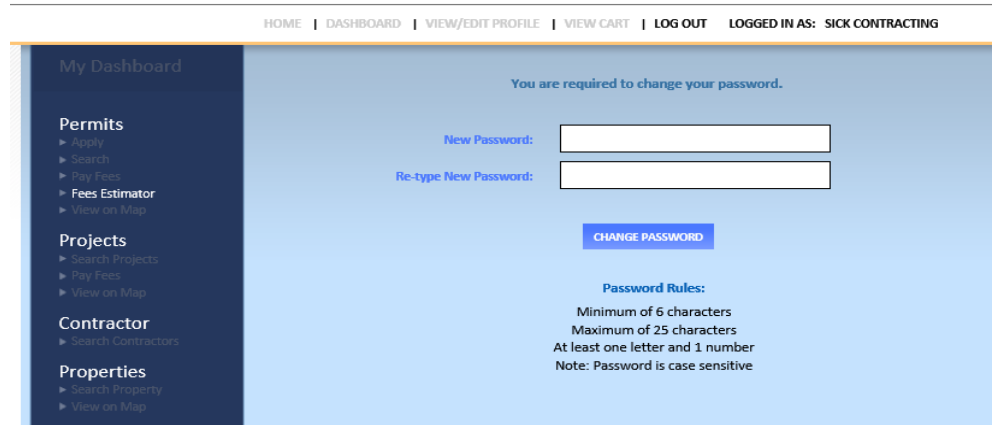
- 3.1** Registered User Login (able to use BILL ME option having called Building Inspections and registered)

- 3.1.1** Change login type to *Registered Contractor/Developer/Builder*. Choose Contractor Name from Username drop down list, and enter password.



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- 3.1.2** Click **LOGIN** button and you will be directed to change your password only the first time you login.



HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: SICK CONTRACTING

My Dashboard

Permits

- ▶ Apply
- ▶ Search
- ▶ Pay Fees
- ▶ Fees Estimator
- ▶ View on Map

Projects

- ▶ Search Projects
- ▶ Pay Fees
- ▶ View on Map

Contractor

- ▶ Search Contractors

Properties

- ▶ Search Property
- ▶ View on Map

You are required to change your password.

New Password:

Re-type New Password:

CHANGE PASSWORD

Password Rules:
Minimum of 6 characters
Maximum of 25 characters
At least one letter and 1 number
Note: Password is case sensitive

- 3.2** Public User Login Option to pay by credit card

- 3.2.1** Click “Setup an Account” to create your free account.



4.0 To Apply for a Plumbing Permit

- 4.1** Select Apply for a Permit from the Menu in the left margin.



- 4.2** Check the box next to “I Agree” and then click Continue.

4.3 Permit Application Step 1 Enter Permit Information

- 4.3.1** Select Permit Type and SubType from drop down menu.

- 4.3.2** Enter short description IN CAPS describing work to be completed.

- 4.3.3** Enter the total value of work for which the permit is issued.

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The screenshot shows a progress bar at the top with four steps: STEP 1 PERMIT INFORMATION (highlighted in blue), STEP 2, STEP 3, and STEP 4. Below the progress bar is the 'Permit Type Information' section. It contains the following fields:

- PERMIT Type: BUILDING PLUMBING (dropdown menu)
- *PERMIT Subtype: RESIDENTIAL (dropdown menu)
- *Short Description: UNDERGROUND AND ABOVE GROUND PLUMBING (text input)
- *Job Value: \$13,000.00 (text input)

4.3.4 Enter Interceptor Information and select Property Location from drop down.

The screenshot shows the 'Additional Information' section. It contains the following fields:

- PLUMBING (checkbox)
- INTERCEPTER: COMBINATION (SAND/OIL) (dropdown menu)
- INTERCEPTER SIZE: 250 (text input)
- LOCATION: CITY OF BISMARCK (dropdown menu)

4.3.5 Enter part of the address and click Search. Then select the correct **address** for the permit.

The screenshot shows the 'Location' section. It contains the following fields:

- Enter part or all of your address and press search
- Search By: Address (dropdown menu)
- 221 N (text input, circled in blue)
- SEARCH (button)
- Select address below
- 1221 N 3RD ST - ADDRESS
- 1221 N PARKVIEW DR - ADDRESS
- 1221 N WASHINGTON ST - ADDRESS
- 221 N 11TH ST - ADDRESS
- 221 N 23RD ST - ADDRESS
- 221 N 5TH ST AUDITOR - ADDRESS
- 221 NEW YORK ST - ADDRESS
- 7221 N WASHINGTON ST - ADDRESS

4.3.8 Check the box if you are a property owner.

4.3.9 Click Next Step.

4.4 Step 2 Contact Information

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- 4.4.1 Enter or confirm the Contractor, Owner, and Applicant Contact Information, then click Next Step. Please **note the applicant's email** address will be the primary contact during application, review, and inspection processes.

The screenshot shows a progress bar at the top with four steps: STEP 1, STEP 2 CONTACT INFORMATION (highlighted in blue), STEP 3, and STEP 4. Below the progress bar, the title reads 'Application for a BUILDING PLUMBING Permit'. Underneath, the section is titled 'Applicant Information'. The form contains several input fields with the following data:

*Name	SICK CONTRACTING	*Phone	(701) 355-1465
Address	221 N 5TH ST	*Email Address	CSICK@BISMARCKND.GOV
City	BISMARCK		
State	ND	Zip	58508 - []

4.5 Step 3 Review and Submit

- 4.5.1 If everything is correct click Next Step.

The screenshot shows the 'Permit Application' form at Step 3: REVIEW AND SUBMIT. The progress bar at the top highlights STEP 3. The title is 'Application for a BUILDING PLUMBING Permit'. The form is divided into several sections, each with an 'EDIT' button:

- Permit Information:** Type: BUILDING PLUMBING; Subtype: RESIDENTIAL; Description: UNDERGROUND AND ABO...; Job Value: 13,000.
- Location:** 221 N 5TH ST AUDITOR; BISMARCK 08, ND 58501 ORIGINAL PLAT.
- Contacts:** Applicant information (SICK CONTRACTING, (701) 355-1465, 221 N 5TH ST, CSICK@BISMARCKND.GOV, BISMARCK, ND 58506); Owner information (BISMARCK, CITY OF, PO BOX 5503, BISMARCK, ND 58506 - 0550); Contractor information (SICK CONTRACTING, (701) 355-1465, 221 N 5TH ST, CSICK@BISMARCKND.GOV, BISMARCK, ND 58506); Contact Person Information.
- Fee Information:** Table with columns Type and Amount. Rows: BUILDING DIVISION (\$38.15), BUILDING PLUMBING (58.15), Total Fees (\$38.15).
- Attachments:** To upload additional attachments click [Here](#).

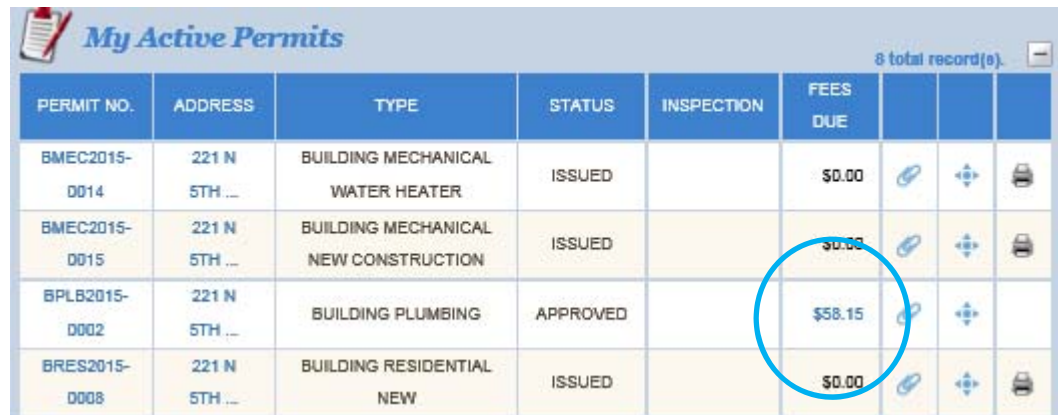
At the bottom, there is a warning: 'Review the information prior to submitting.' and three buttons: CANCEL, PREVIOUS STEP, and NEXT STEP.

4.6 Step 4 To Pay for a Permit

- 4.6.1 You will receive an email stating that your permit has been approved and direct you to pay through eTRAKiT.

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- 4.6.2 Login to eTRAKiT and find the Approved permit on your Dashboard under *My Active Permits*. Under the Fees Due column click on the Fees that you wish to pay.



The screenshot shows the 'My Active Permits' dashboard with a table of 8 records. The table has columns for Permit No., Address, Type, Status, Inspection, and Fees Due. The third record, a Building Plumbing permit (BPLB2015-0002) with an approved status, has a fee of \$58.15, which is circled in blue. Other records include Building Mechanical permits for water heaters and new construction, and a Building Residential permit.

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE			
BMEC2015-0014	221 N 5TH ...	BUILDING MECHANICAL WATER HEATER	ISSUED		\$0.00			
BMEC2015-0015	221 N 5TH ...	BUILDING MECHANICAL NEW CONSTRUCTION	ISSUED		\$0.00			
BPLB2015-0002	221 N 5TH ...	BUILDING PLUMBING	APPROVED		\$58.15			
BRES2015-0008	221 N 5TH ...	BUILDING RESIDENTIAL NEW	ISSUED		\$0.00			

- 4.6.3 From this screen you will be taken to your shopping cart. Review your shopping cart and select Proceed to Checkout. This will take you to your Checkout Summary.

5.0 Payment

5.1 Payment Option 1 Credit Card

- 5.1.1 The City of Bismarck accepts VISA, MasterCard and Discover credit cards.
- 5.1.2 From Checkout Summary select Proceed to Payment. Enter credit card information and select Process Payment. Upon approval a receipt will be emailed to the Applicant's email address.



The screenshot shows a payment form with the following fields: Total Fees: \$40.00, Total Payment: \$40.00, First Name, Last Name, Credit Card Type (VISA), Credit Card Number, Expiration Date (January 2015), Billing Address (221 N 5TH ST), City (BISMARCK), State (North Dakota), Zip (58506), and Email Confirmation (CSICK@BISMARCKND.GOV). A 'PROCESS PAYMENT' button is at the bottom.

5.2 Payment Option 2 Bill Me (Contractors Only)

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- 5.2.1** Contractors who have not been set up for billing with the City of Bismarck can register by contacting the Building Inspections Division.
- 5.2.2** From the Checkout Summary select Bill Me. The Fiscal Department will generate an invoice to be received in the US Postal mail.